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MEMORANDUM OF UNDERSTANDING

SUBJECT: Staff Responsibilities Pertinent to Disqualification Procedures for Agency Employment

1. Principles

a. The Director of Personnel is responsible for notifying individuals, either applicants or employees, who have been disqualified for employment of such disqualification and the general reason therefor.

b. The Director of Security and Chief, Medical Staff, are responsible for advising individuals, either applicants or employees, who have been disqualified for employment for security or medical reasons, respectively, of the conditions requiring such disqualification when it is not contrary to the interests of the Agency or of the individual to do so.

2. Medical Staff Procedures

a. Applicants

(1) Medical recommendation for disqualification will be forwarded to the Director of Personnel for administrative action.

(2) Medical reasons will be provided the individual or his physician when, in the opinion of the Medical Staff, it is vital to the individual or to the public health that professional guidance be given.

b. Employees

(1) Medical recommendation for disqualification will be forwarded to the Director of Personnel for administrative action and a copy will be sent to the appropriate administrative component.

(2) Professional findings and recommendations will be discussed with the employee or, if he or his ^{authorized representative} requests it, with his personal physician. Such discussion will take place either prior to or concurrently with the forwarding of the medical recommendation for disqualification.

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c. The Medical Staff will continue to provide administrative assistance to the Director of Personnel in the discharge of his responsibilities related to disqualification procedures.

3. Office of Security Procedures

4. Office of Personnel Procedures

a. Applicants

Upon receipt of recommendation for disqualification of an applicant for employment for security, medical, or other reasons, the Office of Personnel will inform the sponsoring official, if any, of the disqualification to determine whether he desires further review of the case. When a decision has been approved to cancel processing, the Office of Personnel will appropriately notify the individual.

b. Employees

Upon receipt of recommendation for disqualification of an employee for security, medical, or other reasons, the Office of Personnel will inform the employee's senior supervisor to determine whether he desires further review of the case. When a decision to separate the employee has been reached, the Office of Personnel will appropriately notify the individual of this fact and of the general nature of the reasons (security, medical, or other) and advise him as to

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how further amplification may be arranged through the Office of Security, Medical Staff, or other office, as appropriate. The Office of Personnel will ensure that the separation action is effected in compliance with applicable laws, rules and regulations.

5. General Counsel

General Counsel

Director of Security

Director of Personnel

Chief, Medical Staff

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2. Medical Staff Procedures

a. Prospective Employees

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b. Employees

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(2) Professional findings and recommendations will be discussed with the Subject and/or his physician in accordance with therapeutic principles prior to or concurrently with the forwarding of the medical recommendation for disqualification.

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MEMORANDUM FOR: Director of Security
General Counsel

SUBJECT : Disqualification Procedures

1. There is attached (Tab A) a proposed Memorandum of Understanding outlining principles and procedures for notifications and processing of disqualifications based primarily on security or medical reasons. Tab B includes the original proposed draft prepared by the Chief, Medical Staff.

2. I would appreciate your review and comments.

Harrison G. Reynolds
Director of Personnel

Attachments
Tabs A & B

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